

**Middle School/High School Scheduling Committee**  
**January 12, 2009**  
**Minutes**

In attendance:

Sherrie Brown	Cathy Gersich	Tom Kunesh	Chris Stevens
Michelle Campbell	Jeannie Hayden	Andy Mark	Phyllis Textor
James Everett	Brend Hunt-Holma	Linda Miller	
Katherine Freimund	Bobbie Jaffe	Laurie Mullarky	

- I. The meeting was held from 3:00–5:00 at Central Services in Room 212.
- II. Information shared with the group:
  - Sherrie reviewed the purpose, work plan, committee make-up, etc. that is found on the district committee/task force template.
  - Sherrie reviewed the new graduation requirements in the Ready Guide and the Management Action Plan from the Graduation Implementation Task Force. The documents explained why developing a common middle and high school schedule was recommended by the Graduation Implementation Task Force.
- III. SWOT Analysis
  - The group worked on a SWOT analysis for creating a common schedule. Members worked individually, in pairs and in small groups to develop strengths, weaknesses, opportunities and threats for creating the common schedule. The SWOT analysis information is attached to these minutes.
- IV. Next Steps
  - At the February meeting the group will review current middle school and high school schedules. Administrators will share their thinking and steps they use to create the master schedule.
  - The group will begin to identify criteria that they want to be considered as the administrators building the common schedules.
  - Next meeting: February 2, 2009, 3:00 – 5:00, Room 212
  - Homework: Look over current middle school and high school schedules and create questions for the administrators.

Notes/Questions/Comments from the committee:

1. Moving Tech Connections to middle school increases pressure on an already over-prescribed schedule. Middle school kids need a rich variety of electives.
2. In addition to talking with transportation and special education we might want to hear from Athletic/Activities Coordinators as well.
3. I'm hearing that 8<sup>th</sup> graders are not receiving Tech Connections this year. Does that mean that they will get nothing since we're not teaching it at the high school?
4. How does middle and high school student movement impact staffing at high schools?
5. How many students currently access middle and high school classes?
6. What are the criteria for moving students in middle school up to high school courses?